



Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post Belmopan, Belize	2. Agency Department of State	3a. Position Number 310901 100272
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3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes ☒ No

4. Reason for Submission

☐ a. Redescription of duties: this position replaces

(Position Number) _____, (Title) _____ (Series) _____ (Grade) _____

☒ b. New Position _____☐ c. Other (explain New Position - Vacant)

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority WHA/FRC	Engineer, 1105			4/11/2016
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)
OBO Civil Engineer7. Name of Employee
Vacant8. Office / Section
Overseas Building Operations (OBO)/ Existing
Office Building Renovation (EOBR)a. First Subdivision:
Overseas Building Operations (OBO)

b. Second

b. Third Subdivision:

9. This is a complete and accurate description of the duties and responsibilities of my position

10. This is a complete and accurate description of the duties and responsibilities of this position

Printed Name of Employee

Printed Name of Supervisor

Signature of employee

Date (mm-dd-yyyy)

Signature of Supervisor

Date (mm-dd-yyyy)

<p>11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position</p> <p>Printed Name of Chief or Agency Head</p> <p>Signature of Section Chief or Agency Head Date (mm-dd-yyyy)</p>	<p>12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</p> <p>Printed Name of Admin or Human Resources Officer</p> <p>Signature of Admin or Human Resources Officer Date (mm-dd-yyyy)</p>
<p>13. Basic Function of Position</p> <p>The Civil Engineer shall inspect construction; review plans; recommend approval of shop drawings and submittals; maintain a daily log of construction activities; develop change orders including preparing cost estimates; and other construction engineering duties related to the construction of the Belmopan Marine Security Guard Residence/Existing Office Building (MSGR)/EOB Project as directed by the OBO Project Director (PD). Incumbent shall be capable of working independently and shall provide professional engineering services.</p> <p>14. Major Duties and Responsibilities 100 % OF TIME</p>	



15. Qualifications Required For Effective Performance

a. Education:

A bachelor of science degree in civil engineering from an accredited institution or equivalent degree.

b. Prior Work Experience:

Seven years of experience in the field of civil engineering, related to building construction and renovations. Two of these years must include experience in U.S. codes and criteria.

c. Post Entry Training:

On-the-job training. PA-453 – Ethics Orientation for New LE Staff; PA-459; Service; EX-251 - Annual Counterintelligence and Insider Threat Awareness Training course, PA-496 LE Staff Performance Management Evaluation.

d. Language Proficiency:

Level IV (Fluent) Speaking/Reading/Writing English is required.

e. Job Knowledge:

Must have knowledge in design and construction practices with U.S. civil codes and specifications, thorough professional knowledge in civil design calculations and criteria, preparation of engineering drawings and specification.

f. Skills, and Abilities:

Good working knowledge of Word, Excel, PowerPoint, Outlook and Microsoft Office. Ability to use engineering management software, maintain daily construction inspection logs. Ability to create civil engineering cost estimates, review civil construction drawings for code compliance and provide briefings to the PD on civil issues. Must be available for occasional, infrequent, off-duty and weekend work. Knowledge of AutoCad, internet search. Scheduling Software and Gantt Chart i.e., PrimaVeraP3®, Estimation Software i.e., Quick Pen®, and Project Management software i.e., Expedition®.

16. Position elements

a. Supervision Received:

Incumbent works under the supervision of the OBO Project Director.

b. Supervision Exercised: None.

c. Available Guidelines: ASTM, ASCE, AISC, UBC, and safety manuals as provided by OBO PD.

d. Exercise of Judgment:

Must exercise judgment in all construction activities, design alternate schemes where construction documents are not available and determine material is placed properly meeting specifications intent.

e. Authority to Make Commitments: None.

f. Nature, Level, and Purpose of Contacts: Government city officials with regard to project civil engineering issues as requested by PD.

g. Time Expected to Reach Full Performance Level: Two months.

DS-298 (Formerly OF-298)

04-2008

50% of Time

Develops an in-depth working knowledge of the general contractual and detailed requirements of the construction contract for the project. Observes the execution of construction to assure adherence to approved drawings and specifications, inspect construction workmanship, materials, methods of equipment, and report to OBO PD as to their conformity and non-conformity to the approved drawings and specifications. Makes recommendations to the OBO PD on how to correct deficiencies and resolve problems during construction. Works independently and maintains daily construction surveillance logs insuring contractor compliance with the terms and conditions of the contract between the construction contractor and the Government. The value of the construction contract is \$25 million and the duration is 18 months. The value of the work to be overseen by the incumbent will be approximately \$12 million.

25% of Time

Prepares daily, weekly, monthly and other reports of the progress of construction as required by the OBO PD. Provides digital photographic records to support reports. Reviews and analyzes material samples, catalogs and brochures, shop drawings, installation manuals, and other technical documents submitted by the construction contractor for conformity with construction contract requirements. Prepares written reports of the analysis, incorporating the comments, and provides recommendations and alternatives for appropriate action to the OBO PD.



15% of Time

Updates and monitors contractor construction schedule in regards to civil construction, reviews any proposals for changes in construction or methods for time implications. Submit recommendations to OBO PD including recommending the amount of time extensions that are justified by the change.

Prepare engineering drawings, civil load calculations, technical specifications and independent government cost estimates for construction change orders or to support U.S. installed equipment. Reviews and analyzes contractor's change order proposals for cost and compliance with the change. Prepares cost of alternatives to design and specifications when requested by the OBO PD.

10% of time

Performs any other engineering support duties related to OBO field operations as may be requested by the OBO PD. Liaison with Post, coordinate authorized title II civil engineering services as required. Participates in meetings and conducts discussions with local/municipal authorities, as appropriate, on matters pertaining to construction site activities when requested by the OBO PD.

Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the supervisor.